



Snohomish County
Planning and Development
Services

Visit us at :

2nd Floor Robert J. Drewel Bldg.
3000 Rockefeller Avenue
Everett, WA 98201

425-388-3311
1-800-562-4367, ext. 3311



ONLINE INFORMATION

www.snohomishcountywa.gov/1190



This Assistance Bulletin only applies to property within unincorporated Snohomish County and does not apply to property within incorporated city limits.

Reporting Code Violations

Assistance Bulletin

#51

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Keyword: Assistance Bulletins

Q: How do I report a code violation?

A: You may report suspected code violations by filing a Department of Planning & Development Services (PDS) Complaint Form. Unless an immediate life/safety hazard exists, only written complaints will be accepted.

Q: Where can I get a Complaint Form?

A: Complaint forms can be picked up at our office on the 2nd Floor of the Robert J. Drewel Building, 3000 Rockefeller Ave., Everett, or we can mail a form to you. To request a complaint form, call (425) 388-3650. You also may visit our web site (<http://www.snohomishcountywa.gov>, search "PDS Complaint Form") and complete and submit the on-line form.

Q: What information should I put on the Complaint Form?

A: We require a description of your complaint, the street address of the property on which the violation exists, the name of the person causing the violation (if known) and the property tax account number or legal description of the property (if known). We also need your name and telephone number.

Q: Will my identity be disclosed?

A: Under the Public Records Act, chapter 42.56 RCW, the information provided on a complaint investigation request form is subject to public disclosure. Information revealing the identity of persons who are witnesses to crimes or who file complaints with investigative agencies may be withheld from disclosure under RCW 42.56.240(2) if the complainant indicates a desire for nondisclosure of their identifying information at the time the complaint is made.

Please note, your name must be disclosed if you are identified as a witness in an administrative or court proceeding concerning this matter, or if otherwise required by an administrative or court order.

Q: Where do I file my complaint?

A: You may mail it to PDS Code Enforcement, M/S 604, 3000 Rockefeller Ave., Everett, WA 98201, or hand-deliver it to the 2nd Floor of the Robert J. Drewel Building or submit electronically via the PDS website.

This bulletin is intended only as an information guide. The information may not be complete and is subject to change.
For complete legal information, refer to Snohomish County Code.

Q: What kinds of complaints does PDS handle?**A:** PDS has jurisdiction over the following areas:

- Zoning code violations
- Dangerous buildings
- Illegal placement of mobile homes
- Faulty new construction
- Oversized and illegally placed signs
- Right-of-way construction
- Construction without a permit
- Incorrect address
- Subdivision construction
- Land disturbing activity (clearing and grading)
- Grading/excavation/filling
- Noise problems associated with commercial/industrial activities, and
- Other land-use violations, hazards, or nuisances

Q: What about other kinds of code violations?**A:** There are many complaints about code violations made to PDS which should be directed to another county department. The table below lists some of those complaints and the correct county office to contact.

Snohomish Health District: (425) 339-5250

- On-site sewage system problems
- Water supply (water and small community systems)
- Garbage/rodent problems
- Other environmental health problems Department of Public Works: (425) 388-3488
- Road drainage and maintenance
- Traffic signs and signals
- Abandoned cars, unauthorized signs or obstructions in county right-of-way
- Road water drainage, retention or runoff
- Water pollution in ditches and streams

Surface Water Management: (425) 388-6467

- Drainage problems and investigations

Sheriff's Office:

South Precinct: (425) 388-5250

North Precinct: (425) 388-7939

East Precinct: (360) 805-6770

Noise problems/trespassing, public disturbance, loud sound systems, social gatherings and vehicles

Q: What will PDS do about my complaint?**A:** After you file a written complaint, PDS staff will determine whether or not the complaint involves a valid code violation. If there is a code violation, our staff will contact the purported violator and advise him or her of the violation. We will inform the violator that the violation must cease in order to comply with the county code(s).**Q: How long does the process take?****A:** In many cases, violations are brought into compliance within one to three months. The county has authority to fine the owner and file a lien against the property if the owner is unwilling to comply with the code(s).